

**BUREAU OF AUTOMOTIVE REPAIR**

10240 SYSTEMS PARKWAY
SACRAMENTO, CA 95827
PHONE: (916) 255-4214

**APPLICATION TO BECOME A BUREAU CERTIFIED TRAINING INSTITUTION**

- Check One:** ☐ New Institution Certification
☐ Renewal of Institution Certification - School Number: 99_____

Please Print

Name of Institution: _____

Address of Instructional Facility (no P.O. Boxes): _____

City: _____ County: _____ Zip: _____

Phone Number: _____ Ext. #: _____

Student Information Phone # (class schedule and enrollment information):

_____ Ext. #: _____

Is this institution a California public educational institution?

- ☐ Yes (If yes, move to the Administrative Contact box below) ☐ No (If no, answer the following question)

Is your institution "approved" by the Department of Consumer Affairs, Bureau for Private Post Secondary Education (BPPVE)?

- ☐ Yes (If yes, provide proof of BPPVE "approval" with application)
☐ No (If no, **BAR cannot accept this application**, Call BPPVE at (916) 445-3427 for approval information)

Provide the name of the automotive department head or administrative person who will be responsible for coordinating bureau-approved training courses, maintaining records, **and be responsible for receiving, distributing, and responding to all bureau correspondence.**

Administrative Contact Person: _____

Mailing Address (if different from address listed above): _____

City: _____ County: _____ Zip: _____

Phone Number: _____ Ext. #: _____

Bureau Certified Instructor's Name:	Instructor's Certification #:	Cert. Exp. Date:	Instructor is Advanced Certified?
#1	CI		Yes No
#2	CI		Yes No
#3	CI		Yes No

BASIC AREA TECHNICIAN TRAINING INSTITUTION

To be certified to teach Basic area technician training courses, your institution must employ either a “Basic” or “Advanced” bureau certified instructor, and have the following tools, equipment, educational materials, and lecture and laboratory facilities:

What is the maximum **legal** student seating capacity of your lecture facility?_____

Adequate lecture and laboratory facilities to accommodate the number of students to be instructed.

Emission Test Analyzer System (TAS - BAR 90ET or BAR 97 EIS) approved by the bureau for use in a Basic Program Area

Instructional Materials for Basic Area Technician Courses
(only for courses being taught; see page 4)

Demonstration Vehicles (5 computer controlled vehicles required):

Note: At least one vehicle must be owned, leased, rented or donated to your institution. Provide documentation of this vehicle with application. Institutions using employee owned vehicles for demonstration purposes, must include a signed letter from the owner stating that they will allow the institution to use their vehicle during class hours for demonstration purposes.

License or Vehicle Identification #	Year	Make	Model	O2 Sensor		TBI		PFI		CARB	
				Yes	No	Yes	No	Yes	No	Yes	No

Please put an **asterisk (*)** next to the vehicle that is owned, leased, rented or was donated to your institution

Engine performance analyzer (with printer)

Tachometer/dwell meter

Ammeter

Video equipment: (Minimum) 1- VCR, 1- 25” TV (or 2 - 19”)

Digital Volt/Ohm Meters (DVOM) (4 minimum)

Fillpipe restrictor dowel gauges (2 minimum)

Timing lights with advance testing capabilities (2 minimum)

Bureau Use Only
Inspector Field Audit

YES NO

Hand vacuum pumps (2 minimum)

Vacuum gauge (1 minimum)

Fuel Cap Tester (required after June 30, 1999)

Fuel pressure gauge

Computer diagnostic equipment (scan tool - 1 minimum)

Compression tester (1 minimum)

Hand tools necessary to inspect, adjust, maintain, and repair vehicular ignition systems, fuel delivery systems, and emission control systems

Current emission control manuals and systems application guides (paper or electronic format)

Automotive computer diagnostic and repair manuals (paper or electronic format)

Electronic component location manuals (paper or electronic format)

Current bureau manuals and bulletins

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADVANCED EMISSION SPECIALIST TECHNICIAN TRAINING INSTITUTION

To be additionally certified to teach Advanced Emission Specialist technician training courses, an institution must employ an “Advanced” bureau certified instructor, and have all the equipment, tools, educational materials, and lecture and laboratory facilities required for institutions teaching Basic area technician training courses (except BAR 90ET), and the following additional equipment/materials:

Digital storage oscilloscope/graphing multimeter (1 minimum)

Emission Inspection System (BAR 97 EIS) approved by the bureau for use in an Enhanced Program Area

Does your institution own this equipment (BAR 97 EIS),
or lease the equipment from the manufacturer?
(If no, provide a copy of evidence of access to this equipment at another facility)

Fuel cap tester (may be incorporated in BAR 97 EIS)

Instructional Materials for Advanced Emission Specialist Courses
(only for courses being taught; see page 4)

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Basic Area Technician Training Courses (check the courses your institution wishes to be certified to provide):

- ☐ Basic Clean Air Car Course
- ☐ Citation Retraining for Basic Area Technicians
- ☐ Bureau Training Program (ASE Alternative Courses A6, A8, & L1)
- ☐ Update Training for Basic Area Technicians

Advanced Emission Specialist Technician Training Courses (check the courses your institution wishes to be certified to provide):

- ☐ Citation retraining for Advanced Emission Specialist technicians
- ☐ BAR 97 Transition Class
- ☐ Update Training for Advanced Emission Specialist technicians

I declare under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents pertaining to this application are true and correct.

Signature of Administrative Contact Person:_____ Date:_____

Print Name:_____ Title:_____ County Where signed:_____

Upon the receipt of a completed and qualifying initial application, a bureau field representative will contact your school to schedule a site inspection. Once certified, your institution will be contacted by a bureau representative to make periodic site inspections.

Note: Passing the site inspection **does not constitute certification** of your institution. Your institution **cannot** commence bureau certified training courses until you receive written approval from this office.

- Institution Renewal Applicants Only -

Stamp the adjacent box with your institution's assigned BAR course certification stamp. Your renewal application **cannot be accepted** without this stamp imprint.

Certification Stamp Area